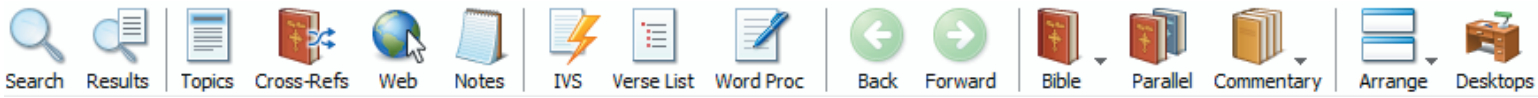
WORDsearch™

The WORDsearch 9 Quick Reference Guide

This tool is designed to help you become productive quickly. Due to differences in libraries and add-ons, the pictures in this Quick Reference Guide may not represent the exact content you own. Please contact Customer Service at **800-888-9898** or **www.wordsearchbible.com** if you are interested in expanding your library. Free video training is available at www.wordsearchbible.com/videos9. You may also select the F1 key for additional information regarding any WORDsearch feature.

The Top Toolbar



Search - Do a concordance-style word search in any Bible or book in your library. Find out how many times a word or phrase appears.

Search Results of your recent search.

Topical Search for articles on a given subject.

Cross Reference the verse you are studying to get related information from other books.

Use this **Web browser** to view the Internet inside WORDsearch. Copy and paste from Web sites into your notes.

Create your own Bible **Notes**.

Instant Verse Study copies multiple Commentary and Bible translations for a specific verse or passage to the Windows clipboard so you can paste it into a word processor.

Verse List creates a custom list of verses that you can organize with personal notes, commentary, articles and word studies to use as printed lessons.

The internal **Word Processor** allows you to create documents that have the same powerful ability as the rest of your WORDsearch library.

The **Go Back** button moves you to your previous location within the active book. The **Go Forward** button returns to your most current location within your active book.

Open a **Bible**. The **down arrow** next to your Bible button allows you to select your favorite translation.

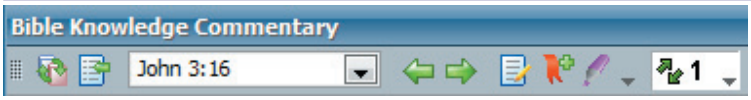
Parallel Bibles can be selected to view different Bibles side-by-side.

Open a **Commentary** by using this button. The **down arrow,** next to the Commentary button, allows you to select your default Commentary. Your default commentary must be selected in order to activate this button.

Arrange windows (your open books) either vertically or horizontally. Use the **down arrow** next to the **Arrange Windows** button to select either vertical or horizontal windows.

The **Desktops** button creates, opens and manages desktop views in the program.

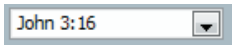
Individual Bible and Book Toolbars



Window Docking Click on the dots in this button, hold down your left mouse button and drag it on top of another window to dock (or stack) one book on top of the other. This allows you to have more books open at the same time and access them more easily.

Select Another Book from the same category

Table of Contents



Chapter/Verse Selection Either click the down arrow to navigate to the desired verse or type a verse reference and press Enter. **TIP: use Ctrl+G to quickly focus your curser in this window, in order to type.**

Right and Left Arrows for moving to the next or previous chapter

Personal Notes for books other than the Bible

Show **Bookmarks** in your Books or Bibles

Highlight tool

Show Strong's Numbers for KJV, NASB and HCSB Bibles

Paragraph Display Mode for Bibles

Jesus' Words in Red for Bibles

Interlinear Display Options for the Interlinear Bible

Group button to synchronize Bibles and Commentaries

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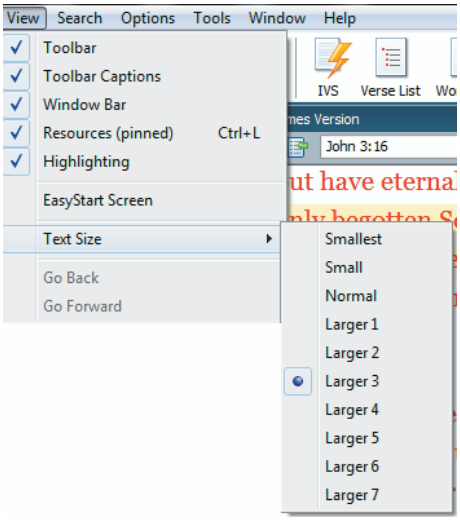
Setup Preferences - Setting the Program Up the Way You Like It

Default Books

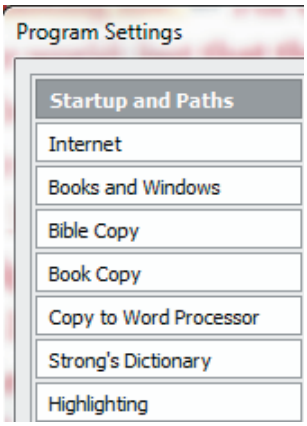
Use these arrow buttons to set your default **Bible, Commentary** and to **Arrange** the window style. The Commentary button will not work until you set this default.

Text Size

Go to **View ▶ Text Size**, to set the size of your text.



Other Settings

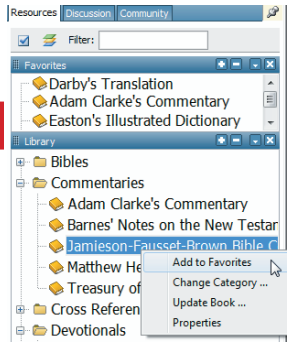


Go to Options ▶ Settings to do the following:

- ◀ Sets the start page and where books/documents are stored.
- ◀ Sets your default Internet connection and features.
- ◀ Sets the look of your books, how they open and your default devotional.
- ◀ Sets the look of Bible text when it is copied into a Word Processor.
- ◀ Sets how books are cited and if you want to use Turabian or Standard footnotes.
- ◀ Sets the default to Microsoft Word or the Internal Word Processor. (PC version only)
- ◀ Sets the default dictionary that comes up when a Strong's number is selected in a book.
- ◀ Sets the default highlighting style, color and category.

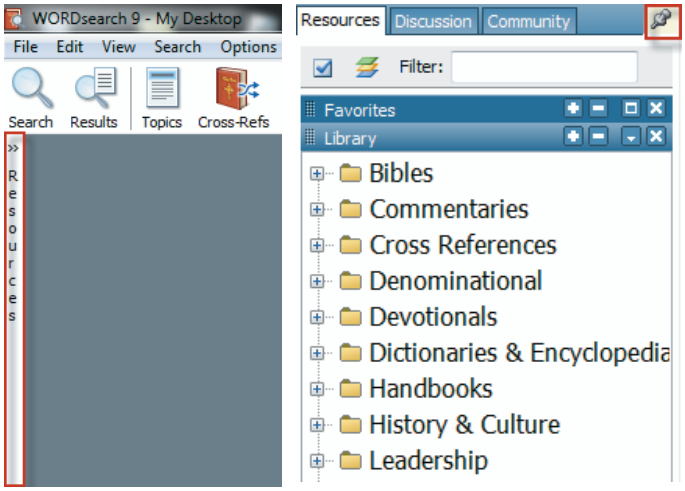
Favorites

Creating a list of Favorites is a great way to streamline your study time. To do so, simply right click a favorite book in your Library Resources (on the left side of your screen) and then select "Add to Favorites." Now when you look for an often used book in your Resource panel, you can access it quickly in your Favorites section. The Favorites category will also appear in your search results. The Favorites category can be organized by using folders.



Getting Around in the Program - Basic Navigation

Finding and Opening Your Books



Compressed View for Resources Expanded View for Resources

Use the **Ctrl+L** command to toggle between the two **Resource Window** views shown above. * To update any book, simply right click on the book name in the Library Resource column (on the left side of the program) and select "Update Book."

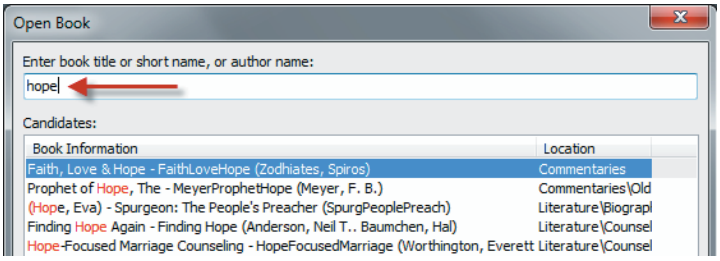
The **pushpin keeps the window open** and prevents it from automatically closing. You can also use the **Ctrl+L** command to do the same thing.

This checkmark enables viewing by author, title and category. It also refreshes the library and shows locked books.

This button displays resource categories such as Library Books, Favorites, Personal Documents, Verse Lists and Community Documents.

This filter lets you find a book by author, title or abbreviation.

The **"F9" Key** can also help you find a book. The window below resulted from selecting the F9 key then typing the word "Smith." You can type in titles, author names, or abbreviations.



Special Tip — **You can also skip the Library window entirely by using the F9 key to instantly open any book!**

Seeing What Books You Own

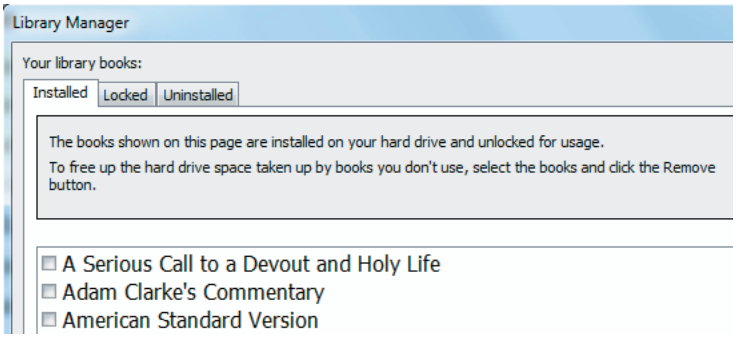
To get a comprehensive list of the books you own, go to Tools ► Library Contents Report.

Scrolling Through Bible and Book Chapters

You may use the following items to scroll through text:

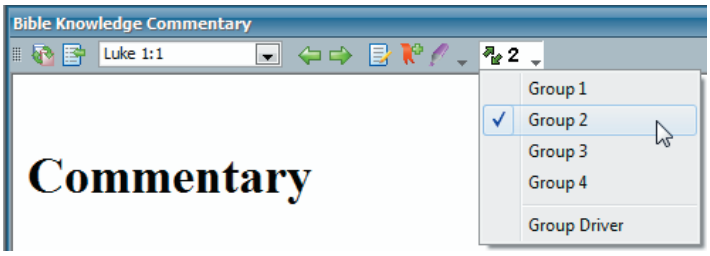
- In a Bible, you can use your mouse's scroll wheel
- Left and right arrows in your Bible or Book toolbar
- Up and down arrows on your computer keyboard for Bible text
- The F11 and F12 keys on your keyboard to go to the next or previous chapter.

Manage Library



The Library Manager allows you customize your library by removing the books you don't want. Go to Tools ► Manage Library to activate this feature.

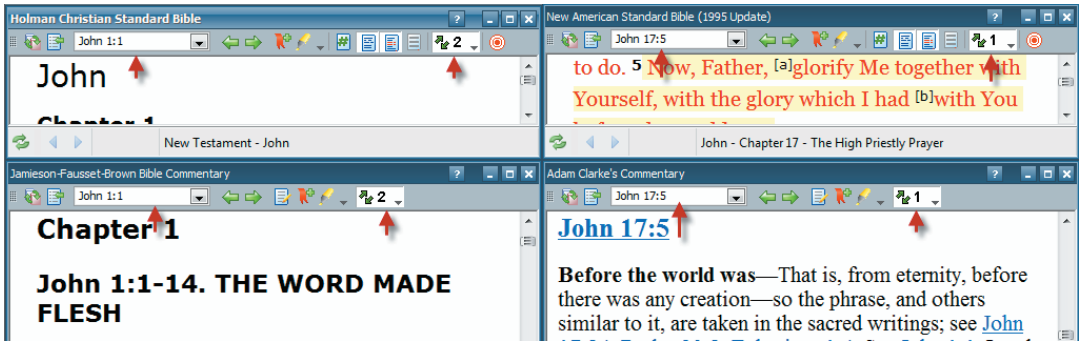
Grouping/Linking Books Together



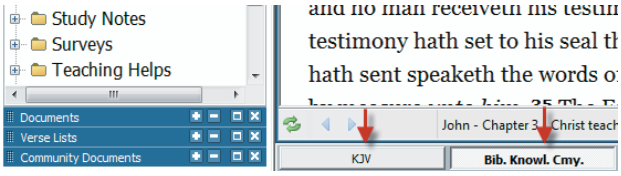
The **Group Button** will synchronize Scripture based books so that they scroll together. For example, a commentary and a Bible on Group 2 will always be on the same book/chapter/verse.

This is particularly helpful when you study a primary text (see image at right) and also want to look at related verses and commentary without losing your place in your primary text. Simply select another group for the second Bible and commentary and they will track separately from your primary text.

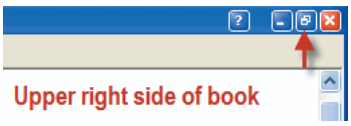
You may select the Group Driver in the drop down menu above to "drive" or control all of the other books in the same numbered group.



See the Books You Have Already Opened

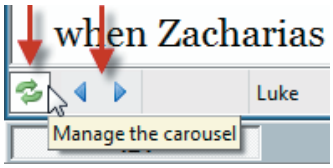


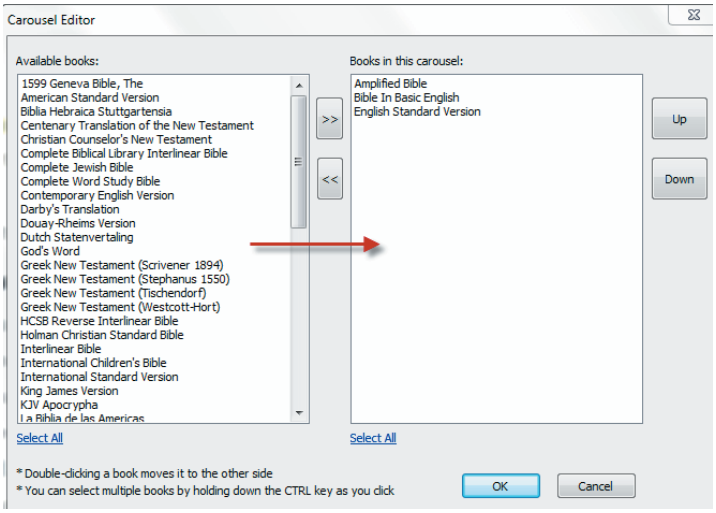
To view open books, view the tabs in the lower left corner of screen. To view all open books simultaneously, select the middle button in the upper right corner of any book.



Carousels

Use the Carousel buttons in the lower left corner of your Bibles, Commentaries and Dictionaries to toggle through your favorite books in a given category.

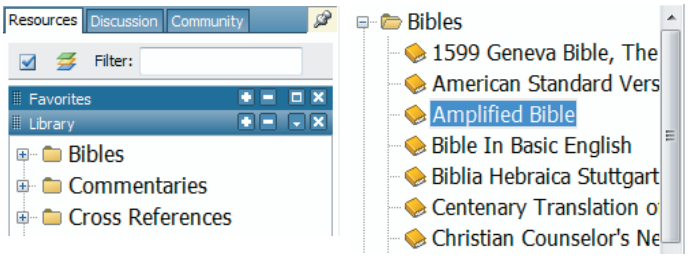




Bibles

How to Open a Bible

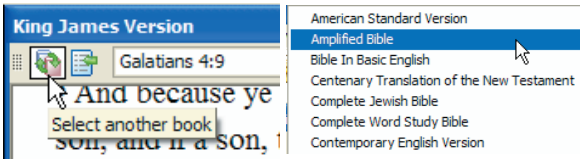
1. Select the button from the top toolbar to go to your default Bible. *The default translation can be changed by clicking on the triangle next to the Bible. You do not need to click on the triangle again, unless you want to change your default translation.*
2. Or go to the Library window on the left side of the program and select the Bible you want to open. Select the Resources tab and the "+" sign next to Bibles to see your choices. *[You may also narrow your selection by typing in the name of the Bible (for example "KJV") in the filter window].* Then select your Bible translation.



You can also skip the Library window entirely by using the F9 key to instantly open any book!

Changing Translations

1. You can change the translation of an open Bible by selecting the button.

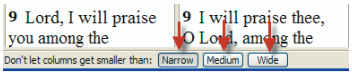


In this case, the KJV would be changed to the Amplified.

Parallel and Bible Comparison - Options

Option #1 Choose the Parallel button on the top toolbar. (Quickest option). Choose which Bibles you want to see in your Parallel Bible window by selecting the "Add Translation" Add Translation button.

You can change the width of each Parallel Bible window by selecting the buttons in the lower left corner.



You can also toggle between a column or row view by selecting the row/column button in the Parallel Bible toolbar. The reason to do this is to closely compare translations word for word.

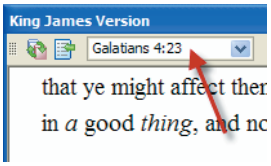
Option #2 You can also look at multiple Bibles by going to your Resource Panel on the left side of your screen and selecting an additional Bible while holding down the shift key. This will not bring up all the Parallel Bibles, but it is handy to use if you only want to do a quick comparison between a few translations.

Target Bible

The bullseye button in the Bible toolbar will make that particular Bible the one that changes when you click on Scripture links in the program. Only one Bible can be selected as this recipient (target) for Scripture links within the program.

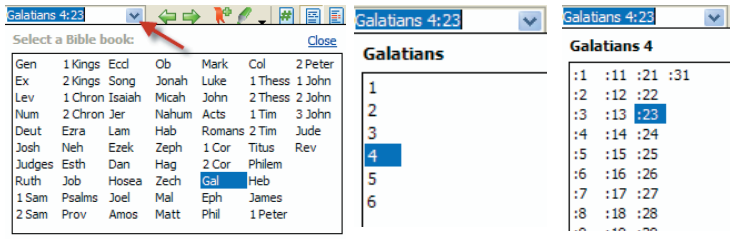
Going to the Verse You Want

1. The fastest way is to place your mouse curser in this area and type in the verse you want. You can use a "." (period) instead of a ":" colon to separate the chapter and verse. You may also use the shortcut of Ctrl+G to place your curser in the verse selection area. Abbreviations for books are also accepted when you type. You can type "ga 4.23" for Galatians 4:23.



Ctrl+G = "Go" to the verse you want.

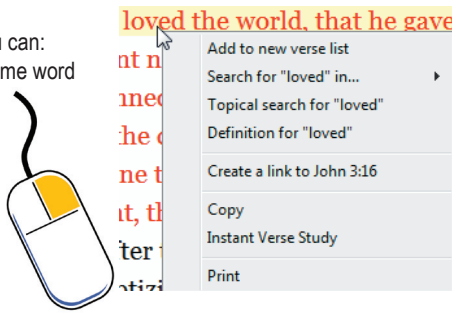
2. An alternate (but slower) way is to select the down arrow next to the verse Galatians 4:23 and select your verse from the following windows:



Bible - Right Click Shortcuts

From a simple right click…You can:

1. Concordance search the same word
2. Topical search for articles
3. Find a web definition
4. Create a link to a verse
5. Copy the verse
6. Print the verse
7. Do an Instant Verse Study



Concordance and Searching

In-Depth Search

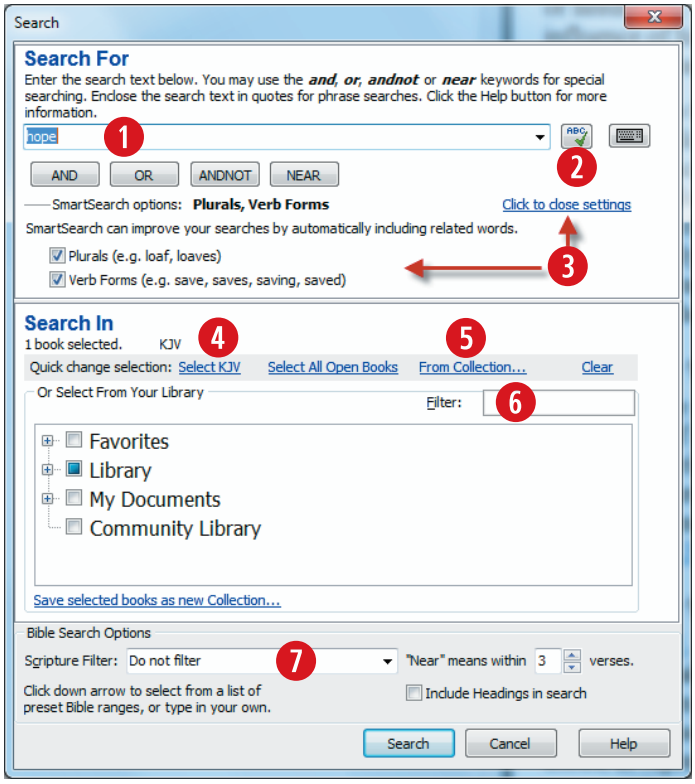
Select the search button from the top toolbar (or the keyboard shortcut of **Ctrl+F**) to do a concordance or other searching in any or all of the books in your library.

1. Type in the word or phrase you want to search. Capitalization is ignored.
2. Select this button if you need help in spelling the word. For example, you can type in "Nebu" to help you see how to spell Nebuchadnezzar and easily select it.
3. This expands the search options to include plural forms of the word and verb forms.
4. Select this Quick Change selection to search your default Bible.
5. You can also create specific collections of books to search. This link saves those special collections for future use.
6. Type in the names of books you want to search to easily find particular books to search. For example, if you typed in "KJV," you would see an option to search the KJV Bible by selecting the box next to it.
7. You may not want to search through the entire Bible. This selection will narrow the part of the Bible you want to search.

If you want to search for a phrase, enclose the phrase in double quotes, e.g. "in the beginning."

To do a wild card search, use an asterisk *. An asterisk replaces 1 or more letters. For example, searching for fish* would match the words: fish, fishermen, fishes, fishhooks, etc.

WORDsearch keeps a record of the words, phrases, and Strong's Numbers you have previously searched. Click on the down arrow to the right of the search text box to view this record. To repeat a previous search, click on one of the listed searches. WORDsearch automatically re-selects the book(s) and search range you originally selected for that search.



Right Click Concordance from Bible or Book

If you are already viewing a Bible or other book and want to see other occurrences of the same word, just right click on the word and select to search for the word in the Bible translation or group of books you are viewing. You will notice additional search options as well from a right mouse click.

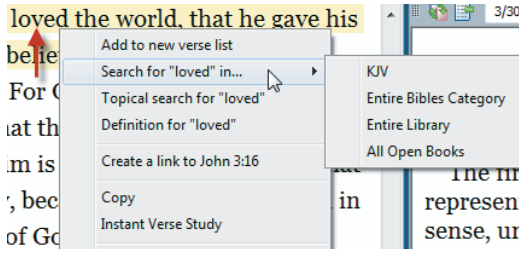
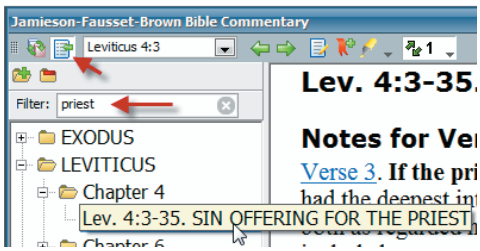
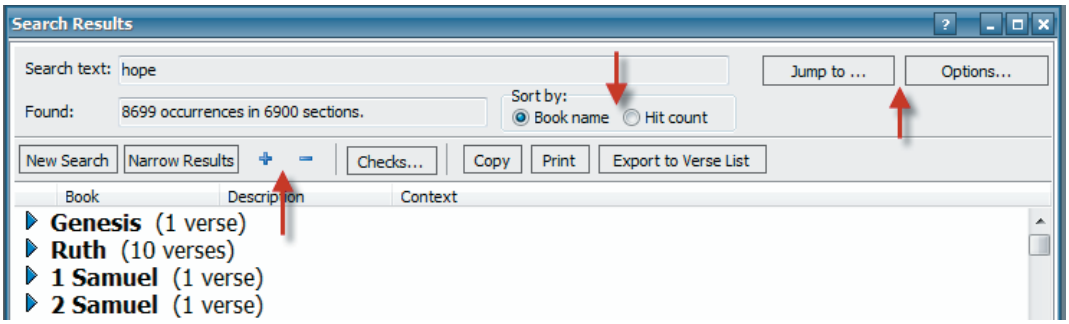


Table of Contents Search

Most of the books in your library will feature a Table of Contents. To do a quick topical search in a specific book, select the Table of Contents button and then type your topic in the Filter area. Places where that topic occurs will then appear in your Table of Contents.



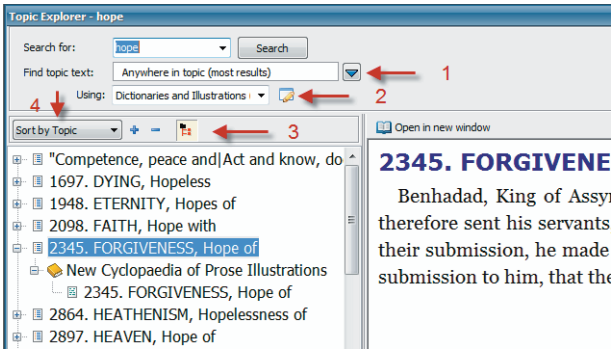
- Select the + or - sign to expand or collapse your search results.
- Select "Book Name" or "Hit Count" for the sequence and order of search results you want.
- The "Jump to" button allows you to go directly to specific book category in the Search Results. The "Options" button allows you to choose the way you want the results to appear by default.

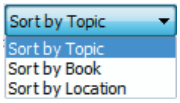


Topical Searches

Select the Topics button on the top toolbar to search for topical articles and information. This is not a word by word search, but more of a search for articles on the subject. It is best to narrow your book choices to save time and focus your results. You can also do a topical search by right clicking on any word in any book, and selecting "Topical search."

1. Use this area to select the first word or anywhere in the topic headline.
2. You may choose All Books or a specific collection you have made, such as the one listed here. Make up custom topical search collections by selecting the button next to the listings window.
3. This area expands or collapses your search results. If you select the button, the results will only expand the particular book you want to see, instead of the entire search results.
4. This button allows you to sort search results by Topic, Book or Location.

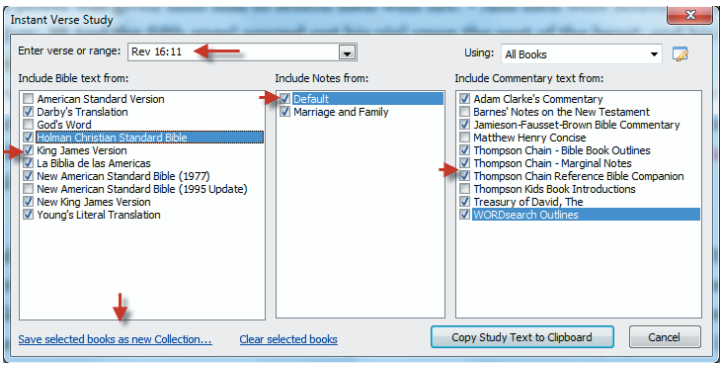




Commentaries

Instant Verse Study

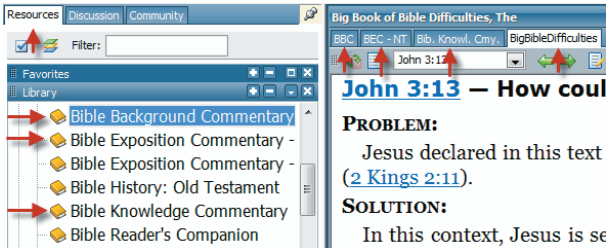
If you want to review multiple commentaries, Bible translations and notes very quickly, select IVS from the top toolbar. You will then be able to review text from these items based on the verse(s) you select.



First, select the verse or verse range. Then select the Bibles, Notes and Commentaries you want information from. You may save this selection for future reference if desired. Then select the "Copy Study Text to Clipboard" button. The program will then copy information to the clipboard (computer memory). You may then paste the text into your Word Processor by using Ctrl + V or your standard Windows paste command. Please check the progress meter in your lower left corner or wait up to 15 seconds to allow the program time to copy the text to your clipboard before pasting. You will also notice that you can use a book collection option in the upper right corner of the pop-up box.

Viewing Multiple Commentaries in a Window

Go to the Commentary section in the Resources pane on the left. It is found under Library. Then click on the commentaries you want to look at for the passage. The commentaries will come up in the same window, each with its own tab. You may then toggle to the different commentaries by selecting the tab. You may also use the filter to narrow the commentary or book selection.

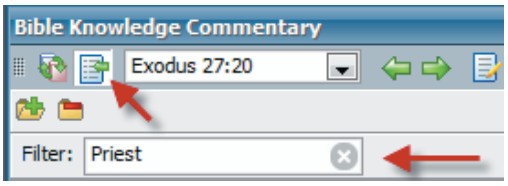


Open a Commentary

Open a Commentary by selecting the button from the top toolbar. As in Bibles, the triangle next to the Commentary button is used to select your default commentary only. You may change a Commentary the same way you would change a Bible by selecting the button.

Commentary Filter

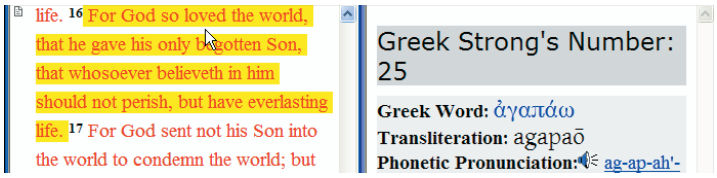
Type a word into the filter area to find information in your commentary on that word. This also works for many other books.

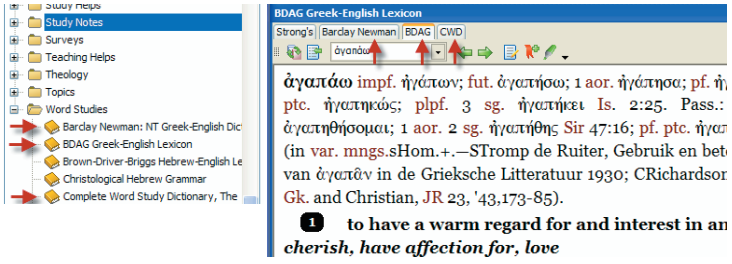


Word Studies

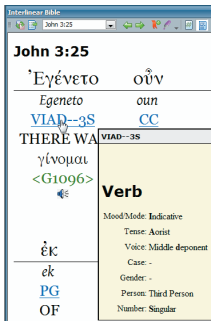
Simple Word Study - KJV, NASB and updated HCSB

Just double click any word in a KJV, NASB or HCSB Bible and a basic definition will come up in another window. For greater depth, you can add lexicons to the Strong's window by selecting the lexicon names in your Resource Library column on the left.



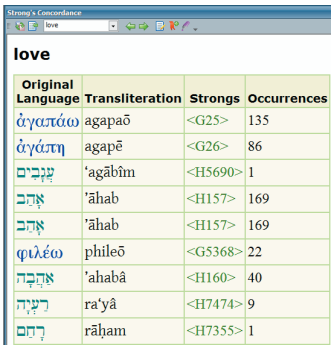


Interlinear Bible - Optional Resource



This is an add-on for most libraries, but it is very helpful. Just select "Interlinear Bible" under "Bibles" from the left Resource panel and an Interlinear Bible will come up that gives you the original language, the root word, parsing, a hyperlinked Strong's number, transliterations and an audible pronunciation.

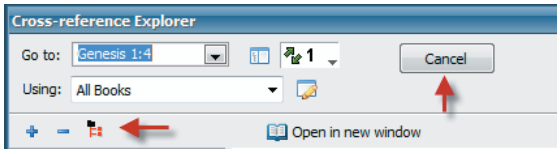
Strong's Concordance



Open the Strong's Concordance by selecting it from the Word Study category from your Library Resources. Greek and Hebrew words with hyperlinked Strong's numbers will appear from typing in an English word.

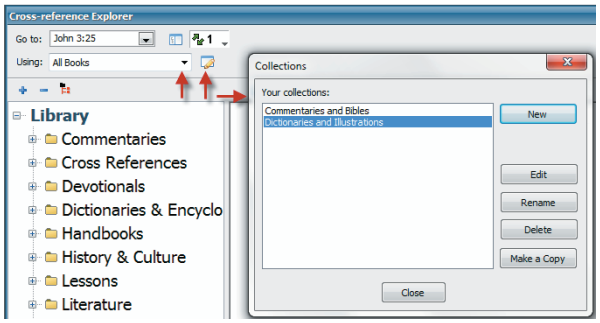
Cross References

To do a Cross reference for a verse, simply select the button from the top toolbar when viewing a Bible verse. The program will accurately look to see every relevant item that relates to your verse. You can also limit the number of resources that are cross referenced to save time. The results will come up in a separate window called "Cross Reference Explorer."



You may now stop cross reference search by selecting the "cancel" button.

Select this button to expand the search results of only one book at a time.



You may control the books that are Cross Referenced by selecting "All Books" or any of the collections of books you have made. Select the "Manage Your Collections" button to create new collections or edit existing ones for cross referencing. This will speed up the Cross Reference and narrow your results.

Copy and Paste

F7 and Other Ways to Copy and Paste

The F7 Command - An excellent way to Copy and Paste

Select the text you want to copy with your mouse. Then select the "F7" key on your keyboard. Your selected text will then appear in your default Word Processor.

If you have a Windows computer and have chosen Microsoft Word as your default word processor, the F7 command will automatically open MS Word and paste the text. (To change your default Word Processor, please see the "Setup Preferences" section in this guide). A footnote will also appear at the bottom of the page, according to your preferences. If you have chosen the internal word processor as your default, the text will automatically paste there with footnote information at the bottom of the article.

CTRL+C and CTRL+V Commands

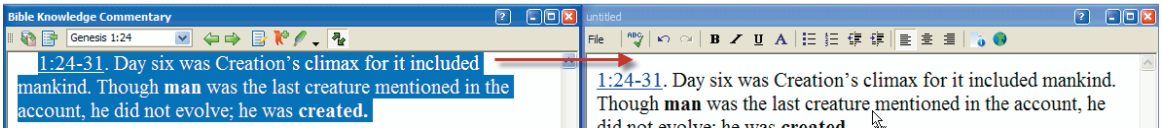
As in Windows, these commands also work in WORDsearch to copy and paste text into the built-in Word Processor and other programs.

Select and Right Click Options

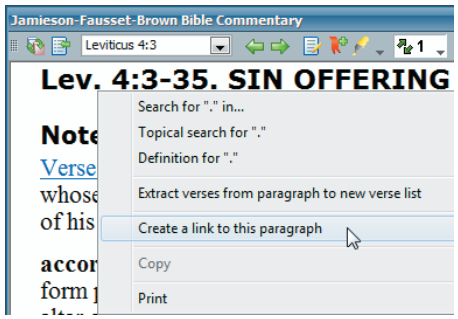
You can also copy or print your selection by right clicking the text after you have selected it.

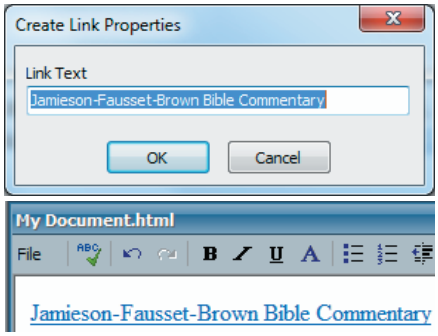
Drag and Drop to Built-In Word Processor

You can copy text into your built-in Word Processor by selecting the button on the top toolbar, then dragging text into the built-in processor by selecting text with your mouse and dragging it over to the Word Processor while holding down your left mouse button. Your mouse will have a small "+" sign next to it to let you know it is OK to release your left mouse button after you drag the text.



Link to Books from Word Processor





A link from your built-in Word Processor can be created to any book in your library. Simply right click the section of the book you want to link to, then select "Create a link to this paragraph." A pop-up box will appear that allows you to name the link text. Then paste the link into your built-in Word Processor.

Citations

Turabian Footnoting

On the top toolbar, go to Options ▶ Settings ▶ Book Copy. Select "Use Citations" and Turabian Citation Style.

Additional Author/Copyright Information

To find out details about a book such as the author and copyright information, right-click on its title in the Library and choose "Properties."

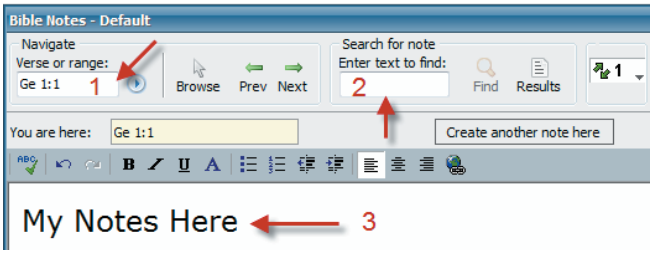
Bibliographer

The Bibliographer will build a list of all your library books in proper bibliographic form for use in term papers and other research. Simply go to Tools ▶ Bibliographer or select Shift+CTRL+B. You can then select the books you want to be included into your bibliography, copy them into your clipboard and paste them into your document.

Notes and Bookmarks

Bible Notes

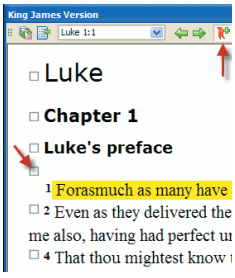
The Bible Notes window is your archive for notes that you want to be permanently associated with Bible verses. Bible Notes can be created by selecting the button on the top toolbar. Whatever you type in a note will automatically be saved.



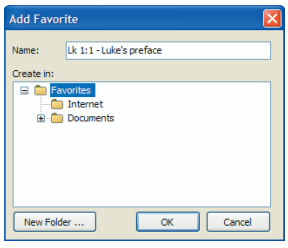
1. Type in the verse or the range of verses you want the note to cover here.
2. You can search for words in Bible notes you have made here.
3. Type in any note you desire in this space.

Bookmarks

To create a bookmark, open a book window, and click the Bookmarks button in the book you have opened. When this button is depressed, small squares will be revealed in the book text. Click on a square to place a bookmark there.



Then choose where you want to add the bookmark and the name of the bookmark. You can create a new folder and sub folders if you choose.

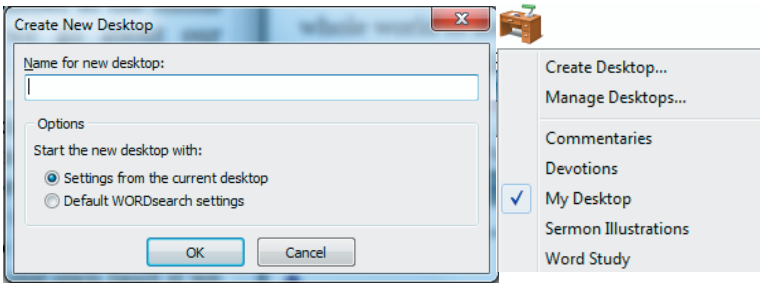


Personal Notes

Personal notes may be attached to most books in your library. They are only operable when that particular book is open and only relate to that particular book.

Desktops

A Desktop is like having a customized workspace for different tasks such as Devotions, Word Studies, etc. Everything you do in a desktop is kept separately from work done in all other desktops.
The easiest way to create a desktop is to select the books you want to use from "My Desktop." (You can tell what desktop you are in by looking at the desktop title in the upper left corner of your screen). Then select the button on the top toolbar. Select "Create Desktop." Then name the new desktop and select "Settings from the current desktop." You may want a separate desktop for Word Studies, Illustrations, Commentaries, Text Reading, etc., depending on the way you study. Every time you open a desktop, it auto saves the last way you have it, so be sure to leave it in the same condition you want to find it the next time you access it.



After you create a Desktop, simply select it from a list to go to it. The "Manage Desktops" option allows you to delete Desktops you no longer want to use.

Keyboard Shortcuts

F1	Help
F2	Search
F4	Auto-arrange windows
F6	Next Window (Ctrl = in reverse)
F7	Copy selected text to Word Processor
F8	Topic Search
F9	Find and Open Book
F10	Activates access to top program File menu
F11	Previous Chapter
F12	Next Chapter
Ctrl + A	Select all text in current Window
Ctrl + B	Bold
Ctrl + C	Copy
Ctrl + D	Delete Word Processor Table Row
Ctrl + F	Search
Ctrl + F4	Close Window
Ctrl + G	Go to another verse or topic – (Bibles, Dictionaries, Commentaries Only)
Ctrl + H	Highlight selected text
Ctrl + I	Italics
Ctrl + K	Insert a hyperlink on the selected text
Ctrl + L	Collapse/View Left Navigation Panel
Ctrl + N	New Document
Ctrl + O	Open Document
Ctrl + P	Print
Ctrl + Q	Close all Windows
Ctrl + R	Search Results
Ctrl + T	Topic Explorer
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + W	Copy/Paste to MS Word™ w/footnote * *Requires Turabian Citation to be turned on.
Ctrl + Shift + B	Open Bibliographer Window
Ctrl + Shift + C	Instant Verse Study
Ctrl + Shift + F	Search for Strong's
Ctrl + Shift + P	Parallel Bible Window

Alt + G Go to page number
Click on "?" in upper right corner - Training Videos
Click on upper right corner "X" while holding down shift key will close all the tabs in a book window.

Some of the keyboard shortcuts above are for PC users only.

Additional Help

Frequently Asked Questions

Please go to **www.wordsearchbible.com/ws9faq** for answers to frequently asked questions.

WORDsearch windows have a question mark in the upper right corner. Select it to see training videos on that window.

Live Internet Training Classes - Absolutely Free

WORDsearch has weekly opportunities to sign up for free Internet classes. You will be connected to a live instructor who will teach you how to use your program via the Internet. You will see his computer screen and be able to ask questions while the training is going on. To sign up for a class go to:

www.wordsearchbible.com/training.

Expanding Your Library - Contact WORDsearch

Expanding Your Library

Simply **call 800-888-9898** or you may add books online from within your WORDsearch program by doing the following:.

1. From your top toolbar select Help ▶ Shop for Add-on Books.
2. Select the books you want from the online store and check out. The store will then give you a give you an account number code and a password for the books you have purchased. Write these numbers down.
3. Then from within WORDsearch, select Help ▶ Unlock Purchased Books. Enter the account number and password given at time of purchase. *(If your number has expired or if you have any other questions, please call 1-800-888-9898).*
4. Click on "Next". You should see the "Re-Unlock Library Books" screen with the message, "The following books have been unlocked." This screen will list all the books that were just unlocked.
5. Click on Close to close the "Re-Unlock Library Books" window.
6. The program will now scan your library to check if you are missing any books.

If your library is missing any books, the next screen will say, "Your Library is missing .. books. What would you like to do?" Click on the button "Install from Internet " or click on the button "Install from CD"

If you clicked on "Install from CD ", the Book Installer window will appear. At this point, insert a WS9 eBook library CD/DVD and click on the button "Begin Searching" to begin the install process. The Book Installer program will scan your library CD/DVD for the books you own and install them. You will be prompted to insert another eBook library CD if needed.

Contact WORDsearch

www.wordsearchbible.com

Customer Service/Sales: 800-888-9898
Mon. – Fri. 9am – 10pm (CST)
Sat. 10am – 5pm (CST)
Sales@wordsearchbible.com

Tech Support: 512-835-6900
Mon.-Fri. 9am – 5:30pm (CST)
Support@wordsearchbible.com

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